

# Important Information

## Hunt Elementary School

### Office Staff

Arron Moeller, Principal  
Elly Ried, Assistant Principal  
Ann Mortel, Office Manager

Mary Duncan, Counselor  
Angela Tower, Nurse  
Michelle Manlick, Secretary/Registrar

### School Hours

**7:40 AM - 2:55 PM** Students will be allowed in the building at 7:00 AM. Supervision is provided for students in the GYM from 7:00 - **7:25 AM**. Breakfast will be served from 7:00 - 7:30 AM. The tardy bell rings at 7:40. Students should be in their seats, ready to learn. Anyone arriving after 7:40 AM must stop in the office to receive a tardy slip for admittance to class.

### Absences

If your child is going to be absent from school, please call the Hunt Child Safe Line (available 24 hours a day) before 8:15 am at 469-752-4400, press 3, and leave a message with the following information:

- Child's name
- Grade
- Homeroom teacher
- Reason for absence

**You will also need to send a note with your child or email to Michelle Manlick, secretary/registrar, [Michelle.Manlick@pisd.edu](mailto:Michelle.Manlick@pisd.edu), explaining the absence when he or she returns to school.**

**Student work** – Work may be requested **on the student's third day of consecutive absence**. Work will not be given prior to absence or before the third day due to potential unexpected changes in teachers' instructional pacing or exact assignments.

### After School

**When you need to change how your student is dismissed, please email Michelle Manlick, school secretary, [Michelle.Manlick@pisd.edu](mailto:Michelle.Manlick@pisd.edu) and copy your child's teacher.** You may also send a handwritten note, but this method is not preferred as sometimes students fail to deliver notes to a teacher. Changes other than emergencies must be made prior to 2:00 pm. We cannot guarantee the information will make it to the classroom in time for departure if accepted after 2:00 pm. Make every effort that your child knows how to get home each day **before arrival at school**.

If you cannot pick your child up by 2:55 PM each day, consider PISD's after school program *Pasar*. Information regarding registration and tuition may be found at <http://www.pisd.edu/parents/program.pasar/index.shtml>

### Visitors

Entry doors are kept locked for safety. All visitors and volunteers must stop at the school office. Please note that you will be asked to provide a valid, government issued photo ID when checking into the front office as a visitor or a volunteer. **You will be issued a name badge to be worn at all times in the school building, including before and after school.** When leaving the school, you must stop at the front office and check out.

**Video/Photography** Any video or photos taken of students in an academic setting are considered educational records (see FERPA). **Parents are not allowed to capture photographic images of students other than their own in an academic setting.** Parents must have given written permission for their student's publication in district and/or campus publications.

**Emergency INFO** It is very important that we be able to reach you in case of an emergency. For this reason, you must update/confirm emergency information in Parent Portal for each child every year. Please report changes in address or phone numbers during the year by phone 469-752-4400 or email the school secretary.

**Forgotten Items** After 3:45, students will not be allowed to go back to grade levels for forgotten items. This measure is important in protecting the safety of unsupervised students and the security of campus property as well as students' personal belongings and confidential information. **There will be no exceptions.**

**Birthday Treats** A treat may be sent to school for your child's birthday to be shared with their classmates. This treat will typically be eaten while students are working. This should not be considered as a party or interfere with instruction. **Please do not send decorations, balloons, or flowers. Any such items will be kept in the office. The receiving student will be allowed to leave the classroom for viewing in the office and will take items home at the end of the school day.**

**Breakfast and Lunch**

<b>Breakfast/</b>	Breakfast	7:00 - 7:30 am
<b>Lunch</b>	1 <sup>st</sup> grade	10:55-11:25 am
<b>Schedule</b>	2 <sup>nd</sup> grade	11:20-11:50 am
	3 <sup>rd</sup> grade	11:45-12:15 pm
	4 <sup>th</sup> grade	12:10-12:40 pm
	5 <sup>th</sup> grade	12:35-1:05 pm
	Kindergarten	10:30-11:00 am

Questions in regard to Nutritional Services' procedures may be directed to [145.fans@pisd.edu](mailto:145.fans@pisd.edu) or found on the PISD website <https://www.pisd.edu/Domain/217>

**Seating for visitors eating with students is very limited.** When students eat with parent(s), a classmate/friend may only join if a "Lunch with a Friend Pass" has been earned. There is to be no sharing of food between students or provided by a parent other than the student's.

**Schedules**

<b>Teachers'</b>		<b>Art/Music/PE</b>	<b>Recess</b>
<b>planning</b>	1 <sup>st</sup> grade	12:50-1:40 pm	11:25-11:55 am
<b>times occur</b>	2 <sup>nd</sup> grade	1:45-2:35 pm	11:50-12:20 pm
<b>during</b>	3 <sup>rd</sup> grade	9:45-10:35 am	12:15-12:45 pm
<b>students'</b>	4 <sup>th</sup> grade	7:55-8:45 am	12:40-1:10 pm
<b>specials</b>	5 <sup>th</sup> grade	8:50-9:40 am	1:05-1:35 pm
<b>times</b>	Kindergarten	11:55-12:45 pm	11:00-11:30 am

**Medication**

Both prescription and over-the-counter medicine must be in an **original, labeled bottle** and must be accompanied by a permission slip. Medication Request forms can be found at <https://www.pisd.edu/cms/lib/TX02215173/Centricity/Domain/233/4%20%20Med%20Auth%20Eng%204-2017.pdf>  
Children will bring medications to the clinic.

**Dress Code**

Student dress code is found at [https://www.pisd.edu/cms/lib/TX02215173/Centricity/Domain/460/English\\_StudentCodeofConduct\\_22-23.pdf](https://www.pisd.edu/cms/lib/TX02215173/Centricity/Domain/460/English_StudentCodeofConduct_22-23.pdf) pg. 4 Tennis shoes must be worn for PE participation.

**Spirit Day**

**Every Friday is Spirit Day!** Show your spirit in Hunt Spirit Wear! Spirit wear can be purchased online at <https://marthahuntpta.membershiptoolkit.com/>